



**STATEMENT OF PROCEEDINGS  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE  
KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012**

**Thursday, March 28, 2013**

**10:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (13-1620)

**Attachments:** [AUDIO](#)

Present: Chair Dorinne Jordan, Vice Chair Carl Gallucci and Member Lori Glasgow

Absent: Member Louisa Ollague and Member Genie Chough

Call to Order. (13-1229)

**The meeting was called to order by Chair Dorinne Jordan at 10:40 a.m.**

**I. ADMINISTRATIVE MATTER**

1. Approval of the February 28, 2013 meeting minutes. (13-1264)

**On motion of Lori Glasgow, seconded by Vice Chair Carl Gallucci, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. SUNSET REVIEWS**

2. Recommend to the Board of Supervisors to extend the Los Angeles County Commission for Children and Families' sunset review date to September 30, 2017 (3/4/13). (13-1224)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

3. Recommend to the Board of Supervisors to extend the Los Angeles County Policy Roundtable for Child Care's sunset review date to June 30, 2016 (3/4/13). (13-1226)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

4. Recommend to the Board of Supervisors to extend the Los Angeles County Arts Commission's sunset review date to March 1, 2017 (3/18/13). (13-1435)

**Chair Dorinne Jordan advised Laura Zucker, Executive Director of the Arts Commission, that although the Auditor-Controller recommended a four-year sunset review period, the Board may change the time frame to a more frequent basis depending on the need.**

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

### **III. POLICIES**

5. Recommendation to approve amendments to Board Policy No. 9.050 - Drug Free Workplace Program and extend the sunset review date to April 26, 2018 (3/14/13). (13-1427)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

6. Recommendation to approve amendments to Board Policy No. 7.100 - Identity Theft Prevention Program and extend the sunset review date to March 31, 2017 (3/21/13). (13-1496)

**Robert Pittman, CIO, advised that the sunset review date for this Board Policy will expire in March 31, 2013.**

**Chair Dorinne Jordan reported that Louisa Ollague has questions about this item and suggested that this item be continued.**

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, the Audit Committee took the following action:**

- **Approved a two-month sunset review extension to May 31, 2013**
- **Continued this item to April 25, 2013**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**IV. BOARD DELEGATED AUTHORITY**

7. Recommendation to extend the sunset review date of Board Delegated Authority No. 20.210 - Property Tax Correction to June 30, 2018. (13-1523)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**V. OLD BUSINESS**

8. Recommendation to approve amendments to Board Policy No. 5.110 - Contract Language to Assist in Placement Activities, and extend the sunset review date to March 18, 2017 (2/13/13) (Continued from meetings of 2/28/13 and 3/28/13). (13-0865)

**Chair Dorinne Jordan and Lori Glasgow expressed concern about the impact the change in language would have on the effort made to locate alternative employment by the Department of Human Resources (DHR).**

**Henry Lucio, DHR, stated that the change in language would not have any impact on efforts made and he would ask the Workforce Reduction Unit in DHR who recommended the changes for an explanation of why the change in language is necessary.**

**On motion of Chair Dorinne Jordan, seconded by Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

9. Recommendation to approve substantive changes to Board Policy No. 6.020 - Chief Information Office Board Letter Approval, extend the sunset review date to December 31, 2016 and submit to the Board of Supervisors for final action (10/18/12) (Continued from meetings of 10/25/12, 12/12/12, 1/24/13 and 2/28/13). (12-4890)

**Chair Dorinne Jordan recommended a two month extension of the sunset review date to allow the Operations Cluster additional time to review and discuss the Department's recommended revisions to the policy.**

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, the sunset review date was extended two months to June 30, 2013 without the recommended revisions.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

10. AIDS Healthcare Foundation, Inc. - A Department of Public Health HIV/AIDS care and Prevention Service Contract Provider (8/16/12) (Continued from meetings of 10/25/12, 12/12/12, 1/24/13, 2/28/13 and 3/28/13). (12-3883)

**On motion of Chair Dorinne Jordan, seconded by Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:** [SUPPORTING DOCUMENT](#)

11. Office of the Assessor - Review of Business Operations (Board Agenda Item 36-A, April 10, 2012) (1/18/13) (Continued from meetings of 2/28/13 and 3/28/13). (13-0492)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:** [SUPPORTING DOCUMENT](#)

12. Probation Department Juvenile Halls Department of Justice Settlement Agreement Follow-Up Review (1/31/13) (Continued from meetings of 2/28/13 and 3/28/13). (13-0670)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:** [SUPPORTING DOCUMENT](#)

13. Department of Public Social Services - Chicana Service Action Center, Inc. Contract Extension and Solicitation Disqualification Review (2/12/13) (Continued from meetings of 2/28/13 and 3/28/13). (13-0850)

**On motion of Lori Glasgow, seconded by Chair Dorinne Jordan, this item was continued to April 25, 2013.**

**Attachments:** [SUPPORTING DOCUMENT](#)

## **VI. REPORTS**

14. Alliance for Housing and Healing - A Department of Public Health HIV/AIDS Care Services Provider (2/25/13). (13-1218)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

15. Chinatown Service Center - A Department of Children and Family Services, Health Services, Community and Senior Services, and Probation Department Contract Service Provider - Contract Compliance Review - Fiscal Years 2010-11 and 2011-12 (2/28/13) (Continued from meeting of 3/28/13). (13-1222)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

16. Special Services for Groups - A Department of Public Health HIV/AIDS Care and Prevention Services Provider - Contract Compliance Review (3/4/13). (13-1219)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

17. West San Gabriel Valley Consortium dba Career Partners - A Community and Senior Services' Workforce Investment Act Program Contract Service Provider - Contract Compliance Review - Fiscal Year 2011-12 (3/4/13) (Continued from meeting of 3/28/13). (13-1220)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

18. Countywide Utility User Tax Expenditure Audit Report as of June 30, 2012 (3/5/13). (13-1227)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

19. Semi-Annual Fraud Hotline Status Report - July 1, 2012 through December 31, 2012 (3/8/13) (Continued from meeting of 3/28/13). (13-1318)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

20. Federal Department of Homeland Security Grant Sub-Recipient Monitoring for Grant Year 2007 (3/8/13) (Continued from meeting of 3/28/13). (13-1319)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

Attachments: [SUPPORTING DOCUMENT](#)

21. Proposition A Contract - Department of Public Works Janitorial Services (3/13/13). (13-1392)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

22. Center for Health Justice, Inc. - A Department of Public Health HIV/AIDS Prevention and Care Services Provider - Contract Compliance Review (3/13/13) (Continued from meeting of 3/28/13). (13-1393)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

Attachments: [SUPPORTING DOCUMENT](#)

23. Community and Senior Services - Reviews of Workforce Investment Act Summer Youth Employment Program Service Providers - FY 2012-2013 Summary Report (3/20/13) (Continued from meeting of 3/28/13). (13-1459)

**On motion of Chair Dorinne Jordan, seconded by Vice Chair Carl Gallucci, this item was continued to April 25, 2013.**

Attachments: [SUPPORTING DOCUMENT](#)

24. Audit of The Los Angeles County Treasury For The Year Ended June 30, 2012 (3/21/13). (13-1499)

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

**VII. DISCUSSIONS****25. DPSS Monitoring Update. (13-1416)**

**Maria Rodriguez, Department of Public and Social Services (DPSS) presented two reports; Status Report and Recommendations of Findings and Audit Reports Issued in Fiscal Years 2011-12 and 2012-13 Questioned Costs.**

**Ms. Rodriguez stated that DPSS continues to work with Southern California Alcohol and Drug Programs (SCADP), in an effort to bring the agency into compliance. The agency was recently visited by the Auditor-Controller and preliminary findings indicate that the contractor is not in full compliance. Don Chadwick, Auditor-Controller (A-C), indicated that the agency continues to have problems with their accounting system and although they are making slow progress, the significant issues have not been corrected. Gary Akopyan, DPSS indicated that their request for a second extension to take further corrective action was rejected. The department has made the decision to move forward with placing the agency on the Contractor Alert Reporting Database (CARD). The agency's contract term will expire on June 30, 2013.**

**Ms. Rodriguez stated that Project Peacemakers has complied with five of the ten recommendations provided. They have repaid a portion of unsupported costs however the department has initiated a collection request for the outstanding amount. Documentation has been provided, upon review the department will be able to determine the amount owed or overpaid. The agency's contract will expire in June 2013. Princess Nelson, A C, confirmed that the agency provides services in the Second District.**

**At the request of Chair Dorinne Jordan future reports will be organized by Supervisorial District.**

**Ms. Rodriguez indicated that Asian Pacific American Legal Center has complied with two of the five recommendations provided. The agency is in the process of correcting their payroll and accounting issues. The department has initiated a request for payment of amount owed and will continue to work with the agency to review their records. Once findings are substantiated a determination will be made to repay or continue the collection process.**

In response to questions posed by Lori Glasgow, Ms. Nelson, A C, explained the agency's past payroll practices. The agency has been given until the end of April to review their timecards and provide documentation to substantiate the amount paid to them. The agency will repay the department any amount overbilled based on the budget. This contract will expire this year.

Ms. Rodriguez indicated that the report issued in 2010 for Community Union indicated that the contract expired in June 2008. The agency is no longer in business and the amount owed to the department has been referred to the Treasurer and Tax Collector's Office for collection.

Discussion on collection accounts and charge off accounts ensued.

In response to Chair Dorinne Jordan, Ms. Rodriguez confirmed that other agencies on the report had no issues.

In response to Mr. Akopyan, Mr. Chadwick explained the process and purpose of an audit report and its review by the Audit Committee. Chair Dorinne Jordan added that the quarterly reports allow an opportunity to review and discuss an agency's findings, recommendations and their progress.

Discussion on the types of reports and information reflected ensued.

Mr. Chadwick indicated that providing quarterly reports of all agencies by fiscal year shows due diligence and accurately reflects action taken by the department to collect outstanding questioned costs. In response to Mr. Akopyan, Mr. Chadwick recommended keeping Community Union on the report until TTC provides an update.

Chair Dorinne Jordan requested separate schedules by fiscal year with a footnote for all issues prior to 2011 2012; prior years can be excluded as they are resolved.

On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.

26. Contract Monitoring Practices (Continued from meetings of 2/28/13 and 3/28/13). (13-0959)

Don Chadwick stated that this item was placed on the agenda to discuss



**common practices and procedures executed by departments with regards to contracts.**

**At the request of Chair Dorinne Jordan, and by common consent, there being no objection, this item was continued to April 25, 2013.**

- 27. Pending Audits/Monitoring Reports. (13-1228)**

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

- 28. Fiscal Year 2012-2013 Cash Flow Projection. (13-1452)**

**On motion of Vice Chair Carl Gallucci, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

#### **VIII. MISCELLANEOUS**

- 29. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-1265)**

**There were none.**

- 30. Public Comment. (13-1266)**

**No members of the public addressed the Commission.**

- 31. Adjournment. (13-1268)**

**There being no further business to discuss, the meeting adjourned at 11:24 a.m.**